

# Annual Progress Reporting Guidelines for Four-Year Strategic Plans for Divisions, Colleges, and Major Organizational Units

Division of Institutional Effectiveness



May, 2015

## Table of Contents

INTRODUCTION .....	2
<b>PROGRESS REPORTING INSTRUCTIONS AND TIMELINE</b> .....	<b>2</b>
<b>APPENDIX – TEMPLATE EXAMPLE</b> .....	<b>3</b>

# Annual Progress Reporting Guidelines for Four-Year Strategic Plans for Divisions, Colleges, and Major Organizational Units

Division of Institutional Effectiveness

## Introduction

In support of the Northern Kentucky University 2013-18 Strategic Plan, *Fuel the Flame*, divisions, colleges, and major organizational units developed four-year strategic plans during 2014-15. The guidelines for writing strategic plans indicated that all entities would provide annual progress reports. This document provides additional instructions for developing annual progress reports. Please review the August 2014 Guidelines for complete instructions on the planning, assessment, and progress reporting cycles.

## Progress Reporting Instructions and Timeline

### Annual Plan Review Cycle

Each year, divisions, colleges, and major organizational units will provide an annual progress report about their goals, objectives, and actions, as defined in their four-year strategic plans. Each objective and action will be marked with a status of *Not Started*, *Underway*, *Completed*, or *Ongoing*. Entities will include a narrative under each objective (with narratives at the action level optional) to provide details on what has been accomplished or to explain areas of difficulty, such as hurdles or additional unforeseen steps that had to be accomplished during the academic year.

For the first annual progress report, only objectives with a **“begin date” of 2014-15** are to be included. If your entity started working on an objective that was originally noted to begin in a later year, please let us know so that we update our master files accordingly. Subsequent annual progress reports will include objectives that begin in future years. Narratives should be succinct and concise, providing quantitative details, where appropriate, and/or listing activities, events, awards, presentations, or reports applicable to the designated objective or action. Where little or no progress was made, entities should provide an explanation why and give further information on future expectations for the objective.

For divisions, colleges, and major organizational units that identified performance metrics with their four-year strategic plans, use the original *Appendix B: Division and College Dashboard Metrics* form to provide updates on the metrics. Each metric should be listed with the baseline data, the target value, and the interim values achieved for that metric.

Additionally, if there are new goals, objectives, or action items that you need to include in your division's, college's, or major organizational unit's four-year strategic plan, you may submit a revised strategic plan with the annual progress report. Following submission of progress reports and updated strategic plans (where applicable), the University leadership will review and provide feedback.

The timeline for the annual progress report and update to strategic plans is:

<b>August 15</b>	Annual progress report, division/college dashboard metrics, and updated plan
<b>August 30</b>	Management Response

Progress reports and updated strategic plans will be posted to the strategic planning website under the secured login portal. In addition, information from these reports will be included in the president's August convocation and other University communications, as well as used for topics of discussion during Fall Leadership meetings.

## Appendix – Template Example

**Appendix C** – The attached example, Appendix C, represents the format that should be used for providing the annual progress report. The Office of Planning and Performance is able to generate a pre-populated form for formatting the annual progress report on four-year strategic plans for divisions, colleges, and major organizational units that would look similar to the Academic Affairs example attached. The pre-populated form is organized for the entity to provide its narrative progress report at the objective level. Entities are given the option to provide a narrative at the action level, if desired. In addition, the pre-populated form includes status checkboxes to identify the annual progress for each objective and action in the entity's four-year strategic plan.

The Office of Planning and Performance will generate a tailored, pre-populated form for the entity, if desired, that will include the goals, objectives, and actions, with spaces for narrative at the objective level – and action level, if desired – as well as the status checkboxes for each item. Give our office a call at 6488 or 6566, or email [natalev1@nku.edu](mailto:natalev1@nku.edu), if your entity would like for us to provide you a tailored, pre-populated form. If your entity prefers to work with your own documents, please note that narratives at the objective level and status checkboxes for objectives and actions are required.

## **Appendix C: Pre-populated Example Template Form for Progress Reports**

The following example is a pre-populated form for the four-year strategic plan on Academic Innovation under the Division of Academic Affairs. Objectives with a start date of “Begin in 2014-15” have been included, with action items and status checkboxes. Entry fields are available for narratives at the objective level.

## Academic Innovation

### *Create an Institute for Transdisciplinary Innovation*

108 Create an Institute for Transdisciplinarity. The Institute will provide a physical focal point on campus with a “conductor” to orchestrate the initiatives and operational aspects. Both faculty and students would be actively involved in the Institute (e.g., teaching, mentoring, research, collaborations, engagement, forums).

Vice President, Academic Affairs and Provost

Begin in 2014-15

3.1a, 3.1b, 3.1c, 3.1d

2014-15 Progress Narrative

[Not Started](#) [Under Way](#) [Completed](#) [Ongoing](#)

108.01 Establish a workgroup for comprehensive planning purposes, includes consideration of GenEd.

109 Refine the General Education program to align with the spirit of the university’s strategic plan.

Vice President, Academic Affairs and Provost

Begin in 2014-15

3.1a, 3.4b

2014-15 Progress Narrative

[Not Started](#) [Under Way](#) [Completed](#) [Ongoing](#)

109.01 Pursue discussions in conjunction with the Institute for Transdisciplinarity planning workgroup

*Create a Center for Teaching & Learning*

104 Enhance faculty development opportunities. Coordinate existing faculty development efforts to support high quality teaching and learning for all delivery modes (F2F, hybrid, online).

Vice President, Academic Affairs and Provost

Begin in 2014-15

5.1d

2014-15 Progress Narrative

Not Started   Under Way   Completed   Ongoing

104.01 Establish a workgroup (January 2015)

104.02 Inventory current activities

104.03 Initial recommendations due April 30, 2015

*Define, track and grow experiential learning*

90 Define experiential learning and establish a tracking system that captures the volume and nature of opportunities.

Vice President, Academic Affairs and Provost

Begin in 2014-15

3.2c, 5.4c

2014-15 Progress Narrative

Not Started   Under Way   Completed   Ongoing

90.01      Develop a definiton and process

90.02      Collect baseline data

*Develop work/life policies for faculty*

94 Develop a full array of work-life policies to recruit, support and retain faculty.

Vice President, Academic Affairs and Provost

Begin in 2014-15

5.1a, 5.1e, 5.1f

2014-15 Progress Narrative

Not Started   Under Way   Completed   Ongoing

94.01      Pursue in conjunction with Faculty Handbook revisions

*Provide professional opportunities for academic affairs personnel*



99 Require all (1) new faculty and (2) new students to complete Blackboard online training (module-based).

Vice President, Academic Affairs and Provost

Begin in 2014-15

3.3a, 5.6a

2014-15 Progress Narrative

Not Started   Under Way   Completed   Ongoing

99.01      Develop a training module

                

99.02      Implement fall 2014 (Done)

                

292 Develop a Faculty Fellow Program in the Provost's Office

Vice President, Academic Affairs and Provost

Begin in 2014-15

2014-15 Progress Narrative

Not Started   Under Way   Completed   Ongoing

292.01      Develop criteria/expectations

                

292.02      Hire faculty fellow for 2015-16

                

*Review structure of the Honors Program*

107 Review the current structure of Honors with the goal of raising the visibility and leveraging strengths of the program. (e.g., Honors College? Other?)

Vice President, Academic Affairs and Provost

Begin in 2014-15

3.4b

2014-15 Progress Narrative

Not Started   Under Way   Completed   Ongoing

107.01	Review viability of a Honors College (Done)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
107.02	Begin planning phase for movement to a Honors College	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
107.03	Hire new director 2016-17	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*Strengthen planning, reporting and assessment efforts throughout Academic Affairs*

105 Strengthen assessment efforts across the breadth of the mission. Align and streamline processes that will help to inform decision-making and to promote continuous improvement (e.g., teaching, student learning, administrative, program review, etc.).

Vice President, Academic Affairs and Provost

Begin in 2014-15

3.4b, 5.4c

2014-15 Progress Narrative

Not Started   Under Way   Completed   Ongoing

105.01	Restructure similar assessment efforts to report to one office	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------	--	--------------------------	--------------------------	--------------------------	--------------------------

105.02 Streamline processes

*Expand Online Offerings*

98 Develop a strategic approach to online growth.

Vice President, Academic Affairs and Provost

Begin in 2014-15

3.3a, 3.4a, 3.4b

2014-15 Progress Narrative

[Empty text box for progress narrative]

Not Started Under Way Completed Ongoing

98.01 Discussion in conjunction with Teaching/Learning Center and online education (Work Group - January 2015)

101 Ensure that all online, hybrid and face-to-face courses with supplemental technology-enhanced learning follow the most recent ADA guidelines for accessibility reflecting universal design principles and providing students with multiple modes of learning.

Vice President, Academic Affairs and Provost

Begin in 2014-15

5.4b, 5.6a

2014-15 Progress Narrative

[Empty text box for progress narrative]

Not Started Under Way Completed Ongoing

101.01 Discussion in conjunction with Teaching/Learning Center and online education (Work Group - January 2015)

*Create degree pipeline process*

103 Create an institutional pipeline process for new undergraduate and graduate degree programs.

Vice President, Academic Affairs and Provost

Begin in 2014-15

3.1b, 3.3a, 3.4a, 3.5a

2014-15 Progress Narrative

Not Started Under Way Completed Ongoing

103.01 Develop a pipeline process, including communication and tracking mechanisms (DONE)

294 Identify new undergraduate programs through HIC planning

Begin in 2014-15

2014-15 Progress Narrative

Not Started Under Way Completed Ongoing

294.1 Utilize HIC workgroups to identify for new undergrad programs